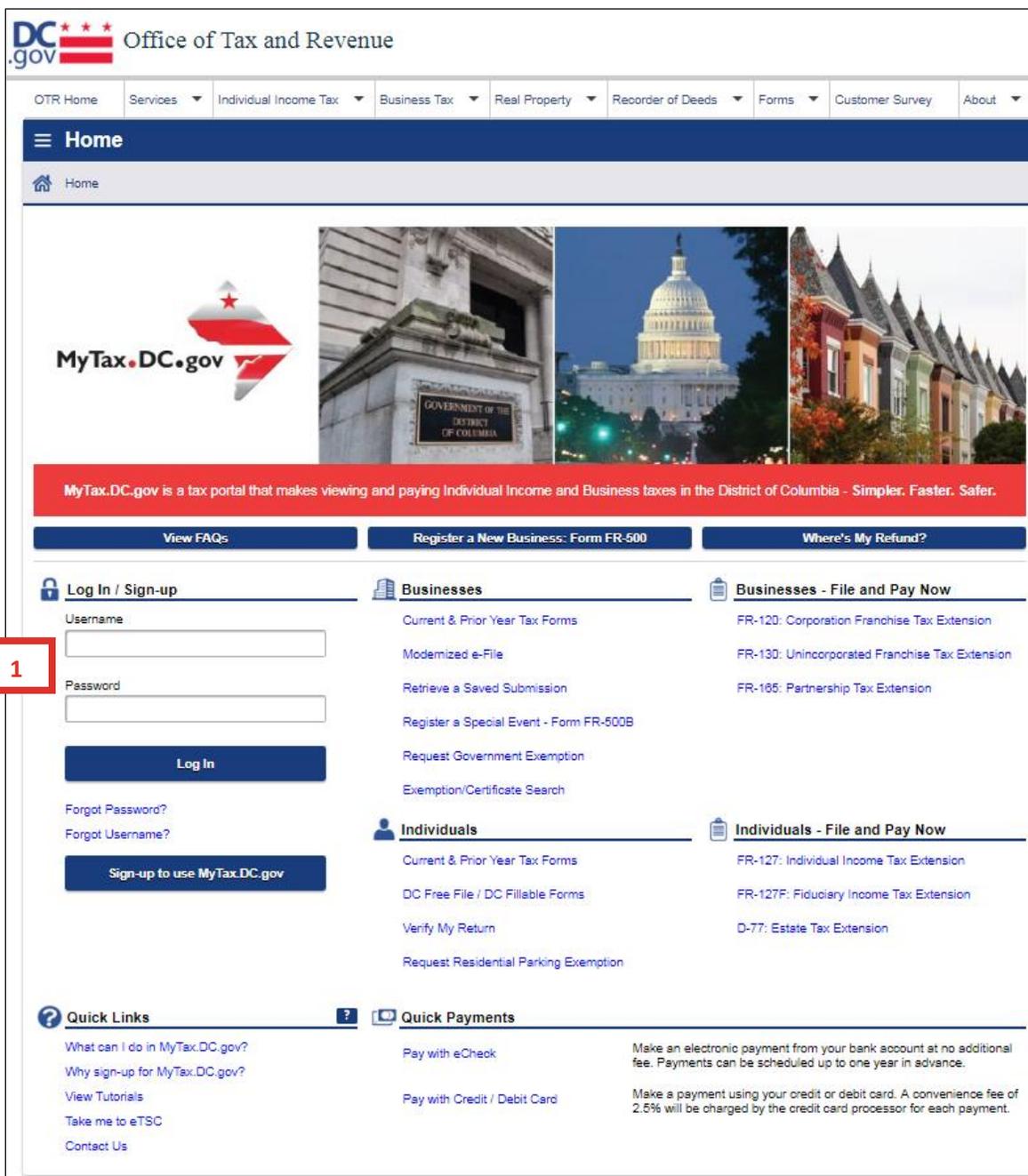


MyTax.DC.gov User Guide: How to Request a Contractor's Exempt Purchase Certificate (OTR-553)

Follow this step-by-step guide to learn how to document exempt purchases using the Contractor's Exempt Purchase Certificate via [MyTax.DC.gov](https://mytax.dc.gov).



The screenshot shows the MyTax.DC.gov homepage. At the top, there is a navigation menu with links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below the navigation is a 'Home' section with a house icon. The main content area features a banner with the MyTax.DC.gov logo and three images: a building, the US Capitol, and a row of colorful houses. A red banner below the images states: 'MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer.' Below this are three buttons: 'View FAQs', 'Register a New Business: Form FR-500', and 'Where's My Refund?'. The page is divided into several sections: 'Log In / Sign-up' (with a red box and '1' highlighting the login fields), 'Businesses' (with links for tax forms, e-file, submissions, special events, exemptions, and searches), 'Businesses - File and Pay Now' (with links for FR-120, FR-130, and FR-185), 'Individuals' (with links for tax forms, DC Free File, return verification, and parking exemptions), and 'Individuals - File and Pay Now' (with links for FR-127, FR-127F, and D-77). At the bottom, there are 'Quick Links' and 'Quick Payments' sections.

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.

Home Log Off

Home

Logon Settings **Alerts** **I Want To** More...

bsndemo4
John Taxpayer
john.taxpayer@dc.gov
+1 (202) 555-5555
Last logged on 25-Sep-2017
Balance: (\$5,000.00)

There are 5 unread messages
There is 1 unread letter
Pending Account Access Request
1 submission needs attention

View My Web Profile
Register a New Tax Account
Send OTR a message
Manage payments and returns
View FAQ's
Go Paperless

Accounts Submissions Correspondence Names and Addresses Logons Exemptions

Accounts More...

Filter

Corporation Franchise Tax	250-00000832	APOLLO FINANCIAL, INC.	\$0.00
2 Sales & Use Tax	350-000132190	APOLLO FINANCIAL, INC.	(\$5,000.00)
Withholding Non-Payroll Tax	300-00000833	APOLLO FINANCIAL, INC.	\$0.00
Withholding Wage Tax	300-100011032	APOLLO FINANCIAL, INC.	\$0.00

[Register a New Tax Account](#)

- In the user profile, under **Accounts**, click the applicable account that you would like to request a certificate (e.g. **Sales & Use Tax**).

Sales & Use Tax Log Off

Home > Sales & Use Tax

Account Settings **Account Alerts** **I Want To** 3 More...

bsndemo4
APOLLO FINANCIAL, INC.
00000-56128
Sales & Use Tax
350-000132190
Balance: (\$5,000.00)

There is 1 unread message

Request a Sales Refund
Request to Close Account
Make a payment
Manage payments and returns
Request a Penalty Waiver

Periods Submissions Correspondence Names and Addresses Logons

Periods More...

30-Sep-2017	(\$5,000.00)	File Return
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- Click the **More** tab at the top right-hand corner.

I Want To Log Off

Home > Sales & Use Tax > I Want To

I Want To

- [Request a Sales Refund](#)
- [Request to Close Account](#)
- [Make a payment](#)
- [Manage payments and returns](#)
- [Request a Penalty Waiver](#) Make a request to waive Late File Penalty and Late Pay Penalty

Payment Agreement

- [Request Payment Agreement](#)
- [Update Payment Agreement Bank](#)

Request An Exemption

Exemption To File	Request for Exemption To File (FR-164)
Utility Exemption Certificate	Request for Utility Exemption Certificate (OTR-308)
4 Contractor's Exempt Purchase Certificate	Request for Contractor's Exempt Purchase Certificate (OTR-553)
Certificate of Resale	Certificate of Resale (OTR-368)

4. Under the **I Want To** section, click **Contractor's Exempt Purchase Certificate**.

Contractor's Exempt Purchase Certifica...

Log Off

Home > Sales & Use Tax > I Want To > Contractor's Exempt Purchase Certificate (OTR-553)

1. Contractor's Exemption

5

Contractor's Exemption

Instructions

Contractors working on projects exempt from sales and use tax in the District of Columbia must document their exempt purchases using a contractor's exempt purchase certificate. Note: This exemption does not apply to rentals, and all materials purchased must be for the physical incorporation of the project specified below.

All subcontractors must be included in the application. If subcontractors are added or removed during the contracted period, the contractor is responsible for notifying the Office of Tax and Revenue (OTR).

If approved, OTR will send the applicant an exemption certificate. If denied, the applicant will receive a letter.

Purchaser Information

ID (FEIN or SSN) Account # NAICS Code Financial Transactions Processing, Reserve, and Clearinghouse Activities

Name

Trade Name

Address

City, State, Zip

5a

Project Identification

Project Name Required

Project Location Required

Project From Required Project To Required

Contract Type Required

Contract Number Required

Organization Name Required

Address Required

City, State, Zip Required Required

Country Validate

5b

Is Exemption On Behalf Of An Embassy? Yes No

5c

Do you use any Subcontractors? Yes No

Number of Attachments

5d

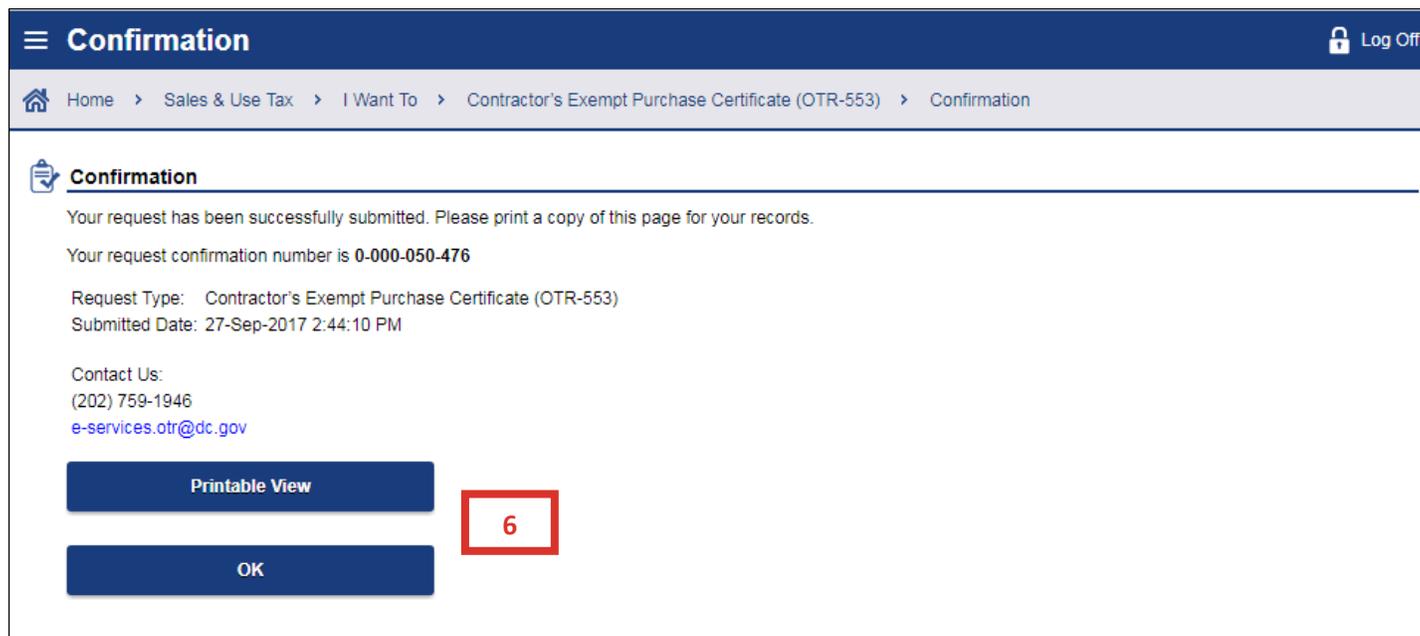


Type	Name	Description	Size
Add Attachment			

5e

Save Draft Cancel < Previous Submit

5. On the **Contractor's Exemption** page, please complete the following information:
 - a. Carefully review the pre-populated section to ensure your information is correct. If you notice errors please contact OTR's e-Services Unit at 202-759-1946 or e-services.otr@dc.gov.
 - b. Answer the required under the **Project Identification** section.
 - c. Answer Yes or No to the required questions.
 - d. Attach the required documents (e.g. Government Contract).
 - e. Click **Submit**.



Confirmation Log Off

Home > Sales & Use Tax > I Want To > Contractor's Exempt Purchase Certificate (OTR-553) > Confirmation

Confirmation

Your request has been successfully submitted. Please print a copy of this page for your records.

Your request confirmation number is **0-000-050-476**

Request Type: Contractor's Exempt Purchase Certificate (OTR-553)
Submitted Date: 27-Sep-2017 2:44:10 PM

Contact Us:
(202) 759-1946
e-services.otr@dc.gov

Printable View 6

OK

6. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.